

## **HNC PROC 6002**

### **HNC Overall Acquisition Strategy**

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#### **Scope**

This process covers the development, review and dissemination of the HNC Overall Acquisition Strategy (OAS).

#### **Policy**

[AFARS \(Army Federal Acquisition Regulation Supplement\)](#)

[DFARS \(Defense FAR Supplement\)](#)

[EFARS \(Engineer Federal Acquisition Regulation Supplement\)](#)

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

[FAR \(Federal Acquisition Regulation\)](#)

#### **Responsibility**

Director of Contracting is responsible for:

- Coordinating the development of the HNC Overall Acquisition Strategy (OAS) based on input from all elements of the Center.
- Convening and chairing the Acquisition Strategy Board (ASB).
- Assuring that the HNC Acquisition Strategy Board (ASB) reviews the OAS at least semi-annually.
- Documenting changes to the OAS.
- Disseminating the HNC acquisition strategy.

Acquisition Strategy Board (ASB) is the management review group at HNC responsible for:

- Reviewing the HNC OAS at least semi-annually to identify Center-wide acquisition trends, Center-wide contracting capacity, and planned strategy to meet Center needs and contracting goals (Small Business, etc.). It will identify contracting methods and capabilities to enhance mission execution

and support to customers, and other services provided by HNC and USACE.  
The ASB will operate IAW the HNC Reg. 715-1-XX and its charter.

Program Manager (PgM) and Project Manager (PM) are responsible for:

- Understanding the HNC OAS.
- Customer coordination.
- Providing essential Project/Program information
- Coordinating with the Director of Contracting for developing acquisition strategy for new or significantly revised work.

Commander is responsible for:

- Reviewing, approving changing ASB recommendations pertaining to the HNC OAS.
- Resolution of customer concerns.

Small Business Office is responsible for:

- Reviewing project acquisition plans.
- Recommending and monitoring small business goals.

## **Distribution**

Acquisition Strategy Board (ASB)

Commander

Contracting (CT)

Program Manager (PgM)

Project Manager (PM)

Management Coordination Group (MCG)

Small Business Office

## Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

[Acronyms and Glossary – REF 8000G](#)

[PMP / PgMP Development – HNC PROC 2000](#)

[PMP / PgMP Content – REF 8005G](#)

[Project \(Program\) Delivery Acquisition Plan - HNC PROC 2050](#)

[Engineer FAR Supplement \(EFARS\) Part 7 – Federal Acquisition Regulations System](#)

[HNC Reg. 715-1-10, Acquisition Planning](#)

[HNC Reg. 715-1-XX, Overall Acquisition Strategy](#)

[USACE Principal Assistant Responsible for Contracting \(PARC\) Web Page](#)

## Activity Preface

There are two levels of acquisition planning. Level I is the HNC Overall Acquisition Strategy - HNC PROC 6002. Level II is the actual [Project \(Program\) Delivery Acquisition Plan - HNC PROC 2050](#).

This process (HNC PROC 6002) is performed at least semi-annually. This does not preclude HNC from holding meetings as often as needed to accommodate changes in acquisition strategy.

Acquisition strategy is the process by which the procurement decisions are coordinated and integrated throughout the Center. The ASB should look at the development of acquisition strategies and contracting capabilities to enhance customer support efforts, achieve overall contracting results and monitor trends, needs, etc.

A review of the OAS will address all HNC major technical and business issues. The review will provide a flexible and effective look at contract needs, such as types, methods, capacity, customer preferences, and the ability of small business firms to compete for contracts. The results and findings of the ASB, upon review and approval by the Commander, will be incorporated into the OAS. Upon approval, the OAS will provide Center-wide acquisition direction for all HNC organizational elements.

### Contracting (CT)

1. Initiate periodic acquisition requirements and information data call.

### Program (PM)/Project (PM) Mgrs; Small Business Office

2. Provide acquisition information to Contracting Directorate.

This includes project data and business plans.

3. Provide small business information and goals to the ASB.

### Contracting (CT)

4. Convene the Acquisition Strategy Board (ASB).

### Acquisition Strategy Board (ASB)

5. Coordinate, develop and disseminate the HNC Overall Acquisition Strategy (OAS) IAW HNC Reg. 715-1-XX and the ASB charter.
  - Acquisition Forecasting
  - Mix of contract types
  - Market Research
  - Customer preferences
  - Small Business potential and goals
6. Periodically verify and update OAS, at least semi-annually.
7. Document changes to the OAS.
8. Provide the HNC OAS and recommendations to Commander for review.

### HNC Commander

9. Approve or change ASB recommendations concerning the HNC OAS.

**If the Commander approves the ASB recommendations to the OAS, go to Task #10. Otherwise, return to Task #5 for incorporating the Commander's comments.**

### Contracting (CT)

10. Receive HNC Commander's approval of OAS.
11. Provide HNC approved OAS to HQUSACE for approval, IAW EFARS 7.103(b).

### HQUSACE

12. Review and approve the HNC OAS. (Provide reasons for non-approval.)

**If HQUSACE approves the HNC OAS, go to Task #13. Otherwise, return to Task #5 for consideration and incorporation of HQUSACE comments.**

### Contracting (CT)

13. Receive HQUSACE approval of the HNC OAS.
14. Provide approved HNC OAS to Directorates, operating elements and Management Coordination Group (MCG) for implementation.

### Management Coordination Group (MCG)

15. Review and consider approved HNC OAS in evaluating new work.

Consider Advanced Acquisition Planning (AAP) reports from P2. (The AAP reports is under development.)

**End of activity.**

**Proceed to Program/Project Planning.**

**HNC Overall Acquisition Strategy - HNC PROC 6002**